

SUMMER DAZE PLUS 2017 PARENT HANDBOOK



city of burbank **PARKS
& RECREATION**

WELCOME TO SUMMER DAZE PLUS!

The City of Burbank Parks & Recreation Department would like to welcome you to our Summer Daze Program. We have prepared an exciting summer program that is sure to be a fun and unforgettable experience for your child(ren). Please take the time to read through this handbook as it contains valuable information including camp policies and procedures.

We are committed to having a fantastic summer through our innovative camps! Your child will be encouraged to shoot for the stars through activities where they can play, learn, be adventurous, and create friendships. We look forward to sharing a memorable summer with your child(ren)!

Sincerely,

Burbank Parks & Recreation Summer of 2017 Team

ABOUT DAYCAMP

CAMP PHONE NUMBER

Summer Daze Plus (818) 238-5390

CAMP HOURS

Monday - Friday (excluding holidays)

9:00 a.m. - 4:00 p.m.

Extended Care Hours

7:30 a.m. - 9:00 a.m., 4:00 p.m. - 6:00 p.m.

*Extended Care hours are available for an additional \$30.00 per session.

LATE PICK UP FEES

Late pick up fees will be charged starting at 4:01 p.m. (6:01 p.m. if enrolled in extended care). The charge is \$5.00 per child for the first 15 minutes, or portion thereof, and an additional \$1.00 per minute thereafter. Additionally, if your child is not enrolled in extended care and you arrive before 9:00 a.m., the late fee will be administered. If your child is dropped off early or picked up late a second time during the week, you will be charged the \$30.00 extended care fee.

SIGN-IN/OUT POLICY

Campers are to be signed in to camp each day, either on their own or by an adult. Campers must be signed out by an authorized adult each day, **unless** parents have signed the authorization form allowing the camper to sign him/herself out. This form must be on file with the staff before a child will be allowed to leave without an adult.

SIGN IN/OUT LOCATIONS

Summer Daze Plus will check in at the Verdugo Recreation Center upstairs gym.

Children will be assigned a cubby in which to keep their belongings. Your child's cubby number will correspond to the number next to his/her name on the attendance sheet. Please note that the numbers may change from session to session.

LUNCHES AND SNACKS

Campers must bring their lunch every day unless specified in the weekly newsletter. Campers will be very active at camp so please pack a healthy lunch. Please do not pack candy or other foods with little nutritional value. Be sure to include a drink for lunch. Small drinks will be provided daily (usually a 6 oz. juice or milk) and we offer the children a small morning and afternoon snack. Water is readily available at all camp sites.

On Tuesdays campers will have the option of buying/walking to buy lunch. Please send your child with \$5 if you choose to participate.

Campers may bring money for the ice cream truck on Monday, Wednesday, and Friday. They will be allowed to make purchases at 4:00 p.m.

WHAT TO BRING TO CAMP

Lunch

Swimsuit, rash guard, towel and sunscreen on designated swim days.

Camp shirt on designated trip days

WHAT NOT TO BRING TO CAMP

Electronic devices such as video games, MP3 players or other valuables

Expensive clothing or jewelry

Games, toys or trading cards

CELL PHONES

Although we prefer that campers not bring their cell phones, we know that many parents feel safer with their kids having a phone since they may be allowed to sign out and walk home on their own. **However, campers may not have their cell phones out during camp hours.** Campers may ask permission to use their phone during camp hours if needed. After one warning of unauthorized phone usage, staff will confiscate the phone for the day, and return it upon the child checking out of camp for the day. In case of an emergency or needing to talk to your child, please feel free to call VERDUGO PARK (818) 238-5390.

WHAT TO WEAR TO CAMP

Campers should wear comfortable clothing and athletic shoes (NO SANDALS or OPEN TOE SHOES) to camp. Shorts and a t-shirt are standard camp wear. A camp shirt will be given to all campers. Campers are required to wear their camp shirt on field trips and specified days only. **A \$10.00 fee will be charged for each additional T-shirt.** Some camp activities are outdoors; please apply sunscreen to your child before arriving at camp.

LOST ITEMS

Summer Daze is not responsible for any items lost or stolen. Please mark all articles of clothing, towels, lunches and personal belongings with your child's full name. At the end of each day, any personal belongings left at camp are placed in the Camp Lost and Found. Unclaimed Lost and Found items will be donated after 30 days.

MEDICATION

If your child requires any medication during program hours, you and your doctor must complete a Burbank Parks & Recreation Department Medication Release form. Summer Daze staff will administer the medication only with this form on file. Camp staff must hold all medication. Please do not put your child's medication in their lunches, cubbies/baskets or send medication with your child to administer themselves. **Please note any information that will help staff effectively supervise your children, for example: health considerations, special needs, etc.) on the Summer Daze Daycamp 2017 Registration Form.**

DISCIPLINE

To prevent the need for discipline, Burbank Parks & Recreation Department staff utilizes positive reinforcement techniques while communicating with the children. The Summer Daze staff recognizes and rewards appropriate behavior. However, if there is a need for discipline, appropriate action will be taken. The procedures used by staff are designed to be fair, consistent, and effective. The staff and child will discuss the inappropriate behavior and expectations of campers in the program. If the problem continues, the child could receive a warning, a time-out, and/or participation privileges taken away. Continuous or major disciplinary problems could result in your child being suspended and/or expelled from the program.

PARENT INVOLVEMENT

We strongly encourage parent communication and cooperation with the staff. Good communication with each parent helps the Summer Daze staff relate to the children most effectively. Please feel free to communicate any special needs or address any concerns that you have to the staff. The staff will inform you of any behavior concerns regarding your child when necessary.

The City of Burbank Parks & Recreation Department is committed to providing safe and quality programs for your children. For the safety of the children in the Summer Daze program, the City of Burbank does

not allow parents/adults to volunteer or make extended visits during program hours. If you need to drop off a lunch or talk to your child during program hours and you are not checking your child out, please limit your visit to less than five minutes. Engaging in activities or interacting with other children during program hours is prohibited. The limited visitation time allows for our staff to have better supervision of the children, limit their exposure to strangers, and ensure a safer environment.

PHOTOGRAPHY

Please be advised that Summer Daze participants are subject to being photographed and such photographs may be used to publicize City of Burbank programs and events.

CAMP SCHEDULES & ACTIVITIES

A camp newsletter will be available the first day of each camp session. Please read this newsletter carefully as it will include important information about the week's activities, field trips, special events, and more. Group activity calendars will be posted in the camp room. Summer Daze activities, events, and trips are subject to change without notice.

CAMP GROUPS AND ACTIVITIES

We maintain a 10:1 ratio of children to staff throughout the summer. Campers will take part in several camp activities throughout the day. Camp activities include arts, crafts, indoor/outdoor activities and games, sports, music, drama, science, nature, cooking, and more!

SWIMMING, SUNSCREEN AND RASH GAURDS

Campers will swim once a week. Summer Daze Plus swims on Wednesdays. Campers should bring a swimsuit, rash guard, towel, and sunscreen on swim days and water park field trips. **We highly recommend your child wear a rash guard on these days.** Participants must pass a swim test in order to swim in the deep end and/or use the diving boards. Any changes to swim schedule will be noted on the weekly calendar. If campers choose not to swim, they must stay at the gym.

TRIP INFORMATION

Campers **must** wear their Summer Daze t-shirts on all trips. Campers are required to stay in counselor led groups throughout the trip. Camp shirts must be from the current year. **A \$10.00 fee will be charged for each additional t-shirt.**

On some trips, campers will be purchasing their own lunch and be permitted to buy souvenirs (if time and conditions permit). Campers will be responsible for their own money. A fanny pack or hip pouch is a good way for campers to keep their money safe and secure. During trips to water parks, campers must

have water shoes or sandals. However, closed-toe shoes are still required at camp and on the bus. Please refer to your newsletter for specific information regarding trips and talk to camp staff if you have any questions or concerns.

MOVIES

On occasion, movies rated P.G. or P.G. 13 are shown in camp. Please talk to your camp staff if this is a concern to you.

CAMP FEE INFORMATION

The balance for each session is due one week prior to the start of that session. Failure to pay balance on payment date may result in forfeiting your child's spot in camp for that specific session. A payment schedule is provided below.

SUMMER DAZE PLUS PAYMENT SCHEDULE

**Camp Fee: \$140.00 PER SESSION, \$126.00 FOR SESSION 1 & 6, FOR SESSION 2 & 9 \$170.00
\$30.00 EXTENDED CARE, \$10.00 NON-RESIDENT FEE**

SESSION	DATES	THEME	BALANCE DUE DATE
1	May 30 – June 2	Return of the Campers	Monday, May 22
2	June 5 – June 9	Hometown Heroes	Tuesday, May 30
3	June 12 – June 16	Slipin' and Slidin'	Monday, June 5
4	June 19 – June 23	The Coast with the Most	Monday, June 12
5	June 26 – June 30	Campers of the Galaxy	Monday, June 19
6	July 5 – July 8	Let the Good Times Roll	Monday, June 26
7	July 10 – July 14	Campers VS. Counselors	Monday, July 3
8	July 17 – July 21	Heart of a Champion	Monday, July 10
9	July 24 – July 28	Life in the Fast Lane	Monday, July 17
10	July 31 – Aug. 4	California Dreamin'	Monday, July 24
11	Aug. 7 – Aug. 11	That's a Wrap	Monday, July 31

PAYMENTS

Paying online: Log on to your E-Trak Plus account at www.burbankparks.com to pay your camp balance. Please do not make a new account if you forget your username and/or password. Please call the center and we will help you with your account.

Paying at camp site: You may make payments with cash (exact cash only), check, Visa, MasterCard, or money order. Please make checks payable to **City of Burbank** and include your driver's license number and your child's name on the check.

TRANSFERS AND REFUNDS

Transfers of sessions and/or camps will be granted on an availability basis and dependent on waiting lists.

Two week notice is required to withdraw from a camp session and receive a refund. A \$10.00 refund fee will be assessed. If the required two week notice is not given, the \$50.00 deposit for that session will be forfeited.

RETURN ITEM FEE

A check returned from your banking institution will be subject to a \$25.00 Return Item Fee. Full payment and Return Item Fee will be due in cash no later than one week after notification. Furthermore, you may be required to make any future payments in cash or by money order.

RECEIPTS

Please keep your receipts for your tax records and/or personal purpose. **We do not distribute a cumulative total of day camp fees or reprint receipts.** Payment history can be retrieved on your E-Trak Plus account.

Receipts for payments will be emailed to the email address in your E-Trak Plus account. Please make sure the correct email is in your E-Trak account. Please notify us right away if you are not receiving receipts.

TAX I.D. NUMBER

For tax purposes, our Tax I.D. number is **95-6000683**.

AUTHORIZATION TO SIGN IN & OUT OF CAMP

Dear Summer Daze Plus Parent,

Welcome to Summer Daze Plus! One of the privileges allowed to our teen campers is the opportunity to sign themselves in and out of camp with parental permission. Your signature below allows your child to sign themselves into or out of camp with the following rules:

- Campers may sign in at 9:00 a.m. and out at 4:00 p.m. Campers enrolled in extended care may sign in as early at 7:30 a.m. and out as late as 6:00 p.m. Extended care is an additional \$30 per week per camper.
- If a camper is not yet signed in, or already has signed out, they may not participate in camp activities. Campers may be asked to leave the facility. All park rules must be followed.
- Parents and children are responsible for the child arriving and signing in to camp. The City of Burbank has no responsibility for the camper until he/she signs in.
- Campers needing to sign in or out of camp during camp hours (9:00 a.m.-4:00 p.m.) must have written parent permission.
- Campers may forfeit the signing in/out privilege if they are found disobeying or abusing the rules.

Parents may call Verdugo to notify staff that their child will not attend, or to check if their child arrived safely.
(818) 238-5390

Thank You,
Summer Daze Plus Staff

-----Cut along this line-----

My signature below authorizes my child to sign themselves in/out of camp. I have read and understand the rules pertaining to campers signing in and out.

Camper's Name _____ Camper's Phone Number _____

What time do expect your child to attend camp? Sign In Time _____ Sign Out Time _____

What other activities is your child involved in that would make them come late and/or leave early?

I authorize my child to sign him/herself INTO/OUT of camp.

Parent/Guardian Print Name

Signature of Parent/Guardian

Date